APPENDIX C

SUMMARY OF PROPOSAL SUBMISSION GUIDELINES, SAMPLE SYS-EYFUS FORMS, AND CERTIFICATIONS

This table has been developed as a helpful guide for preparing the proposal. Please use the Guidebook for Proposers Responding to a NASA Research Announcement (NRA) at http://www.hq.nasa.gov/office/procurement/nraguidebook/ for clarification.

Proposal Content	**Page Guideline**	**Section and Appendix References**
1. **Proposal Cover Page:** the proposed PI and an institutional official who is authorized to certify institutional support and sponsorship of the investigation and of the management of the proposal must sign the proposal cover sheet. Also included on the cover page should be the name and information for the Co-I (s). (The electronic proposal submission process located at http://proposals.hq.nasa.gov/proposal.cfm/ generates this form). Indicate on the SYS-EYFUS cover page which of the program elements the proposal will address. Choose this in the Science Area section. Also, indicate which specific area(s) will be addressed. (Theme). **Advanced Measurement and Detection Technology** Development of detector arrays, laser sources, and in situ micro-instruments to support the Advanced Measurement and Detection (AMD) Project. **Areas:** - *Focal Plane Technologies for Remote Sensing, Active, and Astrophysics Instruments* - *Laser Materials and Systems for In Situ and Active Remote Sensing Applications* - *In Situ Sensor Systems for Astronaut Habitat Environmental Monitoring, Planetary Atmospheres, and Particle Measurement* **Large Aperture Technology** Development of technologies for large optical systems, antennas, and wavefront control to support the Large Space Systems (LSS) Project. **Areas:** - *Large Optical Systems* - *Large Radiometer and Radar Systems* - *Wavefront Sensing and Control* **Low Power Microelectronics Technology** Development of low power radiation tolerant microelectronics to support the Revolutionary Spacecraft Systems (RSS) Project. **Areas:** - *High-Performance General Purpose 32-Bit and 64-Bit Microprocessors* - *High-Performance General Purpose 16-Bit and 32-Bit Configurable Platforms* - *High-Speed Analog-To-Digital Converters* - *Digital and Mixed-Signal Application Specific Integrated Circuit (ASIC) Design Capability* - *Low Power Architectures* **Proposal Abstract** (200-300 words). Include a description of the project's objectives, number of participants in the project, method of approach, and the measurable outcomes. A sample electronic Proposal Abstract page is included in this Appendix. **Proposed Cost**: The budget section of the electronic proposal cover page should include a budget breakdown for each year of the proposed work (3 years). The electronic form will provide a total summary for the entire period of the proposal.	1	Appendix C Use the SYS-EYFUS Cover Page

Proposal Content	**Page Guideline**	**Section and Appendix References**
The length of the electronic proposal cover page (as generated via SYS-EYFUS) may vary depending upon the length of the proposal abstract/summary. However, the total cover-page packet, including the summary and budget figures, will count as only 1 page total. A sample cover page packet is included in this Appendix. **To print the Proposal Cover Page**, select "View" and then use the "Print" Button on your Internet browser menu. Make sure your printed copy includes the Abstract and the breakdown of Budget Categories. Submit this Proposal Cover Page with your proposal hard copy.		
2. Quad Chart: The quad chart is required for each proposal (to be generated in Microsoft PowerPoint format). It is to be included in the proposal immediately after the cover page material.	1	Appendix D for specific instructions.
3. Table of Contents	1	
4. Summary of Personnel and Work Efforts The item must provide a summary list, using a tabular format of the proposer's own choosing, of the names and intended work commitments (in units of a percentage of a nominal full time Work Year of 1840 hours) of the PI and of every Co-I in the proposed investigation for whom salary support is requested for each year of the proposed period of performance.	1	
5. Scientific/Technical/Management Section See Guidebook For Proposers Responding to a NASA Research Announcement (NRA) page 2-5 for an elaboration. (http://www.hq.nasa.gov/office/procurement/nraguidebook/)	15	Evaluation Criteria
6. References and Citations All references and citations given in the Scientific / Technical/Management Section must be provided using easily understood, standard abbreviations for journals and complete names for books. It is highly preferred but not required that these references include the full title of the cited paper or report.	As Needed	
7. Facilities and Equipment This section should describe any facilities (including any owned by the U.S. Government) and/or test or experiment equipment valued over $5,000 that are critical for carrying out the proposed project, whether it is already available or would need to be purchased**.**	2	
8. PI and Co-I Curriculum Vitae	3(PI) 1 (each Co-I)	
9. Current and Pending Support Information must be provided for all ongoing and pending projects and proposals that involve the proposing PI. This information is also preferred but not required for any Co-I's who are proposed to perform a significant share (>10 percent) of the proposed work. Provide Information for the following: **Current Awards** (for any of the period that overlaps with the submitted proposal), and **Pending Awards** (including the proposal being submitted to NASA).	As Needed	

Proposal Content	**Page Guideline**	**Section and Appendix References**
10. Statement(s) of Commitment Every Co-Investigator and Collaborator identified as a participant in the proposal's Scientific/Technical/Management Section must submit a brief, signed statement of commitment that acknowledges his/her intended participation in the proposed effort. In the case of more than one Co-I or Collaborator, a single statement signed by all participants may be submitted.	As Needed	
11. Budget Narrative Include explanatory notes for each line item in the budget.	As Needed	
12. Special Notifications and Certifications	As Needed	
13. Reprints/Preprints Reprints from and/or preprints for peer-reviewed publications that are considered critical to the background of a proposal may be appended to a proposal. However, while there is no limit on the number of such items that may be appended, proposers should note that NASA's reviewers are instructed that there is no obligation to read them and that their judgment of the proposal's merits is to be based only on the proposal's contents and not on the perceived quality or quantity of any appended items.	As Needed	

SAMPLE PROPOSAL COVER PAGE

(Date : mmm dd, yyyy)

NRA 03-OAT-01

Name of Submitting Institution: **Congressional District:**

Certification of Compliance with Applicable Executive Orders and U.S. Code

By submitting the proposal identified in this Cover Sheet/Proposal Summary in response to this Research Announcement, the Authorizing Official of the proposing institution (or the individual proposer if there is no proposing institution) as identified below:

- · certifies that the statements made in this proposal are true and complete to the best of his/her knowledge;
- · agrees to accept the obligations to comply with NASA award terms and conditions if an award is made as a result of this proposal; and
- · confirms compliance with all provisions, rules, and stipulations set forth in the two Certifications contained in this NRA namely,

(ii) Assurance of Compliance with the NASA Regulations Pursuant to Nondiscrimination in Federally Assisted Programs, and

(iii) Certifications, Disclosures, And Assurances Regarding Lobbying and Debarment & Suspension]. Willful provision of false information in this proposal and/or its supporting documents, or in reports required under an ensuing award, is a criminal offense (U.S. Code, Title 18, Section 1001.

NASA PROCEDURE FOR HANDLING PROPOSALS

This proposal shall be used and disclosed for evaluation purposes only, and a copy of this Government notice shall be applied to any reproduction or abstract thereof. Any authorized restrictive notices that the submitter places on this proposal shall also be strictly complied with. Disclosure of this proposal for any reason outside the Government evaluation purposes shall be made only to the extent authorized by the Government.

[1] ... PI Information

Name:		**Email:**	
Organization:			
City, State, Zip:		**Country:**	

PI Signature and Date:

Authorizing Official:		**Email:**	
Title:		**Phone:**	
Institution:			
Address:			

AO Signature and Date:

[2] ... Co-Investigator

Name:		**Email:**	
Organization:			
City, State, Zip:		**Country:**	

[3] ... Proposal Title (Short and/or Full)

Short Title:	
Full Title:	

[4] ... Science Areas (Can choose multiple science areas)

Advanced Measurement and Detection Technology (AMDT)
Large Aperture Technology (LAT)
Low Power Microelectronics Technology (LPMT)

[5] **... Theme** (Choose the Enterprise(s) to be involved)

Focal Plane Technologies for Remote Sensing, Active, and Astrophysics Instruments
Laser Materials and Systems for In Situ and Active Remote Sensing Applications
In Situ Sensor Systems for Astronaut Habitat Environmental Monitoring, Planetary Atmospheres, and Particle Measurement
Large Optical Systems
Large Radiometer and Radar Systems
Wavefront Sensing and Control
High-Performance General Purpose 32-Bit and 64-Bit Microprocessors
High-Performance General Purpose 16-Bit and 32-Bit Configurable Platforms
High-Speed Analog-To-Digital Converters
Digital and Mixed-Signal Application Specific Integrated Circuit (ASIC) Design Capability
Low Power Architectures

[6] **... Summary**

200-300 word abstract

[7] ... Budget

Type	**Year 1**	**Year 2**	**Year 3**	**Total**
Direct Labor				
Other Direct Costs - Subcontracts				
- Consultants				
- Equipment				
- Supplies				
- Travel				
- Other				
Indirect Costs				
Other Applicable Costs				
Subtotal - Estimated Costs:				
Less: Proposed Cost Sharing - Cost Sharing:				
Budget Total				